

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3641 **TITLE:** SUBSTANCE ABUSE COUNSELOR IV **GRADE:** S-27

DEFINITION:

Under administrative direction, administers one or more direct service programs within a major service area; OR administers an education and prevention program with agency/county-wide impact; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Substance Abuse Counselor IV differs from the Substance Abuse Counselor III in that the Substance Abuse Counselor IV administers a program(s) within a major service area, whereas the Substance Abuse Counselor III functions as a first-level supervisor or coordinator of an agency-wide support function.

The Substance Abuse Counselor IV differs from the Substance Abuse Counselor V in that the Substance Abuse Counselor IV administers a program(s) within a major service area, whereas the Substance Abuse Counselor V administers a major substance abuse service area.

ILLUSTRATIVE DUTIES:

Provides clinical management and senior clinical direction to the program and assigned staff;

Establishes procedures for intake and assessment, service delivery, case management, record keeping, and the handling of correspondence;

Provides program policy guidance and interpretation;

Ensures that all programs maintain comprehensive documentation of treatment plans and progress notes;

Evaluates program to ensure effective and efficient service delivery and develops plans to address identified gaps in services;

Assures programs meet all agency and state goals and objectives, as well as compliance with all applicable licensing and funding mandates, standards, and regulations;

Ensures health and safety of all clients and staff, while following all federal, state, and local regulations and licensing requirements;

Provides guidance and advises staff and clinical supervisors on difficult and complex cases;

Prepares and/or supervises preparation of reports to indicate the extent and nature of services rendered by the agency;

Manages program budget;

Attends and participates in community activities designed to promote good relations with citizen groups and community agencies;

Resolves client complaints and mediates human rights complaints;

Responds to reports of adverse incidents or emergency situations, and informs appropriate management personnel of action taken;

Manages contractual agreements;

Ensures compliance with chain of custody and reporting requirements associated with urine surveillance program;

Ensures proper maintenance and security of residential facilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current trends and methods of substance abuse prevention/counseling;
Knowledge of various substance abuse treatment and prevention strategies, methods, and techniques;
Knowledge of screening, assessment, and evaluation procedures, including social history development and interviewing techniques;
Knowledge of alcohol and drug addiction and the physiological and psychological effects;
Knowledge of existing referral agencies and community resources;
Knowledge of managed care and Medicaid practices;
Knowledge of budgetary procedures;
Ability to plan, develop, and evaluate a variety of service delivery options;
Ability to manage, train, and supervise a variety of clinical and support staff;
Ability to evaluate the severity of a client's substance abuse problem and implement counseling efforts to treat the abuse;
Ability to establish rapport with clients and other concerned persons;
Ability to develop and maintain effective working relationships with subordinates, co-workers, county officials, public and private sector organizations, community groups and the general public;
Ability to conduct performance evaluations and implement personnel policies/procedures;
Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college or university with a master's degree in psychology, social work, or a related field; PLUS
Five years of related professional experience.

CERTIFICATES AND LICENSES REQUIRED:

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential programs;
First Aid and CPR Certification within 90 days of appointment and maintained throughout employment with CSB, for position in residential programs;
Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;
TB screening upon hire and annually thereafter.

REVISED:	June 26, 2000
REVISED:	January 11, 1995
APPROVED:	January 26, 1991